

# **Pregnancy Counseling Guide**

## **Pregnancy Counseling**

After a positive pregnancy test, a Soldier will receive a pregnancy profile from a health care provider. A Soldier must give the profile to her commander. The starting point for all pregnant Soldiers is pregnancy counseling by the company commander. The counseling session should take place as soon as possible after the unit is informed about a medically confirmed pregnancy test. The session can avert misunderstandings, indecision, and potential problems.

A pregnancy counseling session must include all the information indicated in Figure 8-1, Pregnancy Counseling Checklist, and Figure 8-2, Statement of Counseling, in AR 635-200, Active Duty Enlisted Personnel Separations, dated 06 Jun 2005.

Although female officers are not eligible for Chapter 8 separation, they may request resignation from active duty due to pregnancy. The same counseling is very relevant and highly recommended, regardless of rank. Policy pertaining to Reserve Component and Active Duty officer pregnancy separation and counseling is in AR 600-8-24, paragraphs 2-13, 2-14, 3-11, 3-12, Tables 2-5 and 3-4.

The counseling session should be more than a check-the-block exercise. The commander and the Soldier's immediate supervisor should be prepared to answer specific questions regarding separation, medical entitlements, etc. The enclosed table provides information to supplement and explain the checklist.

### **Pregnancy Counseling (Preparation for Leadership)**

#### **Possible topics to discuss during counseling:**

- ☐ Profile.
- ☐ Pregnancy discharge (AR 635-200, Chapter 8).
- ☐ Work hours/ restrictions as outlined in profile and AR 40-501.
- ☐ Housing.
- ☐ Uniforms.
- ☐ Non-deployable status.
- ☐ Occupational health assessment (if environmental hazards are possible)
- ☐ Medications (Does the medication restrict driving or lifting?)
- ☐ Physical fitness and APFT.
- ☐ Preparing a Family Care Plan packet (if applicable).
- ☐ Location of delivery and citizenship of child.
- ☐ Convalescent leave.

#### **Possible Plan of Action:** (Person counseled develops plan with leader/ counselor's guidance.)

- ☐ Plans are to stay in the Army after having the child
- ☐ Contact housing to get on the housing list
- ☐ Go through supply to get new uniforms for pregnant Soldiers
- ☐ Check with the doctor for any restrictions medications/ pregnancy may cause
- ☐ Start doing physical fitness with the Pregnancy/ Postpartum Physical Training Program group once receive medical clearance
- ☐ Keep the supervisor informed of the changes in the work hours allowed by profile
- ☐ Prepare a Family Care Plan packet in the seventh month of pregnancy (if applicable).

#### **Possible Leader's Responsibilities:** (This guide is only an example.)

- ☐ Contact the NCOIC/ Coordinator of the Pregnancy/ Postpartum Physical Training Program to get her scheduled for an orientation and sign memorandum for this to be her place of duty for PT.
- ☐ Coordinate the workload around the Soldier's restricted work hours and other limitations.
- ☐ Schedule the Soldier for an appointment with the company commander for her initial counseling for her Family Care Plan packet (if needed).

## DEVELOPMENTAL COUNSELING FORM

For use of this form see FM 22-100.

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSN)  
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.  
ROUTINE USES: For subordinate leader development IAW FM 22-100. Leaders should use this form as necessary.  
DISCLOSURE: Disclosure is voluntary.

### PART I - ADMINISTRATIVE DATA

Name (Last, First, MI) Doe, Jane D.	Rank / Grade PVT/E-1	Social Security No. 000-00-0000	Date of Counseling 01 Oct 06
Organization HHC, 10 <sup>th</sup> Mtn Div, Fort Drum, NY	Name and Title of Counselor Joe Brown, CPT, Commanding		

### PART II - BACKGROUND INFORMATION

**Purpose of Counseling:** (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling and includes the leaders facts and observations prior to the counseling):

PVT Doe, you are being counseled on your recent pregnancy IAW AR 635-200 (enclosed)

### PART III - SUMMARY OF COUNSELING

**Complete this section during or immediately subsequent to counseling.**

#### Key Points of Discussion:

PVT Doe, as your unit commander, I am counseling you IAW AR 635-200 using the Pregnancy Counseling Checklist (enclosed). The purpose of this counseling is to provide you with information concerning your options, entitlements, and responsibilities. You may choose to remain on active duty versus elect to separate from the Army for reason of pregnancy. Military maternity uniforms will be provided to you. Government quarters may be started once you move out of the barracks. You are authorized to move out of the barracks XXXXX (check the installation policy). Your profile indicates work restrictions at specific time intervals during the pregnancy. You are NOT authorized care in a civilian facility at government expense. You may request ordinary, advance, and excess leave in order to return home, or to other appropriate place of birth of your child, or to receive other maternity care. Such leave usually terminates with the onset of labor. You will not normally receive PCS orders directing movement overseas during your pregnancy. If your performance or conduct warrants separation for unsatisfactory performance or misconduct, or if parenthood interferes with your duty performance, you may be separated involuntarily even though you are pregnant. You will need a Family Care Plan on file effective 60 days prior to the date of the birth of the child. Failure to develop an approved care plan will result in a Bar to Reenlistment. Six weeks of non-chargeable convalescent leave should be granted for postpartum care. PVT Doe, you will need to review and sign the attached Statement of Counseling. You will be granted seven days to consider the career options available. You will indicate your election by completing Comment 2 on the attached Statement of Counseling. Copies of this counseling with the enclosed completed Statement of Counseling and the Pregnancy Counseling Checklist will be filed in your MPRJ as an action pending document.

#### OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

**Plan of Action:** (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specific time line for implementation and assessment (Part IV below):

- Plans are to stay in the Army after having the child.
- Check with your doctor to get an understanding of the restrictions that medications/ pregnancy may have (driving restrictions, lifting, etc).
- Go through supply to get new uniforms for pregnant Soldiers.
- Contact housing to get on the housing list.
- Start doing physical fitness with the Pregnancy/ Postpartum Physical Training Program as your place of duty during PT upon receiving medical clearance.
- Keep your supervisor informed of the changes in the work hours allowed by profile.
- Start preparing a Family Care Plan packet around the seventh month of pregnancy (if applicable).

**Session Closing:** (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate):

Individual counseled: I agree / disagree with the information above

Individual counseled remarks: (See attachment)

Signature of Individual Counseled: \_\_\_\_\_ Date: \_\_\_\_\_

**Leader Responsibilities:** (Leader's responsibilities in implementing the plan of action):

- Contact the NCOIC/ Coordinator of the Pregnancy/ Postpartum Physical Training Program to get PVT Doe scheduled to start PT with them.
- Coordinate the workload around PVT Doe's restricted work hours and other limitations.
- Schedule PVT Doe for an appointment for her initial counseling for her family care packet (if needed).

Signature of Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

#### **PART IV - ASSESSMENT OF THE PLAN OF ACTION**

**Assessment:** (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling):

Counselor: \_\_\_\_\_ Individual Counseled: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

**Note: Both the counselor and the individual counseled should retain a record of the counseling.**

Notice: Required by the Privacy Act of 1974 (5 USC 552a).

Prior to soliciting any personal information in the course of counseling a soldier, the counselor (See para 8-6.) will advise the soldier substantially as follows:

In the course of counseling you concerning the decisions you will have to make in connection with your pregnancy, I will request certain personal information from you. My only purpose in requesting this information is to assist you in planning how to meet your responsibilities to the child and to the military, and to determine if there is anything that I or the Army can do to assist you in meeting those responsibilities. Disclosure of your SSN and other personal information is voluntary. You are not required to provide personal information to me, but Army regulations require that you complete a Statement of Counseling. If you choose not to provide personal information to me, however, I may not be able to effectively assist you. No use of the information will be made outside the Department of Defense. A copy of the Statement of Counseling will be maintained in your MPRJ until this action is completed, at which time it will be destroyed. My authority for requesting this information is Section 3013, Title 10, United States Code.

The purpose of this counseling is to inform you of the options, entitlements, and responsibilities in connection with your pregnancy.

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Information on your entitlements:

a. Retention or separation:

- (1) You may request separation or elect to remain on active duty.
- (2) For more information, see paragraph 8-9.

b. Maternity care:

- (1) If you remain on active duty you will receive treatment in a military facility or in a civilian facility, if there is no military maternity care available within 30 miles of your location.
- (2) If you separate, you are authorized treatment only in a military facility that has maternity care. You are NOT authorized care in a civilian facility at Government expense.
- (3) For more information see AR 40-3, paragraph 2-35 for care while on active duty; AR 40-3, paragraph 4-44, for care after separation.

c. Leave:

- (1) You may request ordinary, advance, and excess leave in order to return home, or other appropriate place, for the birth of your child or to receive other maternity care. Such leave usually terminates with the onset of labor.
- (2) Non-chargeable convalescent leave for postpartum care is limited to the amount of time essential to meet your medical needs.
- (3) For more information see AR 630-5, chapter 9, section II.

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Figure 8-1. Sample format for pregnancy counseling checklist

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d. Maternity clothing and uniforms:

- (1) Military maternity uniforms will be provided to soldiers.
- (2) For more information see AR 670-1, chapter 4.

e. BAQ and Government quarters:

- (1) Availability depends upon the status of quarters at your installation.
- (2) For more information see Post Housing Office.

f. Assignments:

(1) You will not normally receive PCS orders directing movement overseas during your pregnancy. However, you are considered available for unrestricted worldwide assignment upon completion of postpartum care.

- (2) For more information see AR 614-30, paragraph 3-3.

g. Separation for unsatisfactory performance, misconduct, or parenthood:

(1) If your performance or conduct warrants separation for unsatisfactory performance, or if parenthood interferes with your duty performance, you may be separated involuntarily even though you are pregnant.

- (2) For more information see paragraph 5-8 and chapters 11, 13, and 14.

h. Family care counseling:

(1) You must have an approved family care plan on file stating actions to be taken in the event you are assigned to an area where dependents are not authorized or you are absent from your home on military duty. Failure to develop an approved care plan will result in a bar to re-enlistment.

- (2) For more information see Post Housing Office.

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Should you desire assistance in gathering additional information on the above subjects, I will assist you in locating the appropriate information. Further, if you desire, I will assist you in contacting the American Red Cross or other appropriate agencies.

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Figure 8-1. Sample format for pregnancy counseling checklist—Continued

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I affirm that I have been counseled by (grade) (name) this date on all items on the attached counseling checklist, and I understand my entitlements and responsibilities. I understand that if I elect separation, I may receive maternity care at Department of Defense expense, on a space-available basis for up to 6 weeks postpartum for the birth of my child only in a military medical treatment facility that has maternity care capability and that I may elect a separation date no later than 30 days prior to expected date of delivery or the latest date my physician will authorize me travel, whichever is earlier. Further, I understand that many military medical treatment facilities cannot provide maternity care and that unforeseen circumstances or medical emergency could force me to use civilian medical treatment facilities following separation from active duty. Should this happen, I fully understand that UNDER NO CIRCUMSTANCES can TRICARE, any military department, or the Department of Veterans Affairs reimburse my civilian maternity care expenses. Such costs will be a matter of my personal responsibility. Further, I understand that the separation authority, in conjunction with my military physician based on the needs of the Army, will determine my separation date. I also understand that if I should remain on active duty, I will be expected to fulfill the terms of my enlistment contract. If I elect to remain on active duty, I understand that I must remain available for unrestricted service on a worldwide basis when directed and that I will be afforded no special consideration in duty assignments or duty stations based upon my status as a parent.

(Date) (Signature of Soldier)

TO: (Soldier concerned)  
FROM: (Commander, unit)

(Date)

CMT 1

Request your election of appropriate option indicated below and return within (number of days).

(Signature)  
(Typed name)  
(Rank, commanding branch)

TO: (Commander, unit)  
FROM: (Soldier concerned)

(Date)

CMT 2

\_\_\_ During the counseling session there was no coercion on the part of the counselor influencing my decision.

\_\_\_ I elect separation for reason of pregnancy per AR 635-200, chapter 8. I desire to remain on active duty until (date). (In no case later than 30 days prior to expected date of delivery.)

\_\_\_ I elect to remain on active duty to fulfill the terms of my enlistment contract.

(Signature)  
(Typed name, SSN, grade)

1 Copy MPRJ (Action Pending)  
1 Copy Soldier  
1 Copy File

Figure 8-2. Sample format for statement of counseling

### Supplemental Information for Pregnancy Counseling Session

Subject	Basic Facts	References
Profiles	Upon a medically confirmed positive pregnancy test, a Soldier will be issued a physical profile (DA Form 3349) for the duration of the pregnancy and prenatal care will be initiated. Beginning on the date of termination of pregnancy or date of delivery, postpartum Soldiers will be issued a temporary postpartum profile for 45 days.	AR 40-501, 7-9 and 7-10
Retention or separation	Soldiers may choose to remain in the Service or separate.	AR 635-200, paragraphs 1-16, 1-36, 5-11, 6-3, chapter 8, and 11-3b
	Officers may choose to remain in the Service or request release from active duty; those officers with obligations due to schooling, incentive pay or funded programs are not eligible for release until completion of Service obligation.	AR 600-8-24, paragraphs 2-13, 2-14, 3-11, and 3-12; tables 2-5 and 3-4; and figures 2-2 and 2-3
	Reenlistment may be allowed during pregnancy and on AWCP.	AR 600-9, paragraph 3-3b
Maternity care	A Soldier remaining on active duty will receive care in a military or civilian facility if no military maternity care is available within 50 minutes of where the Soldier works and resides.	AR 40-400, paragraphs 2-2 and 2-8
	Soldiers separating are authorized treatment only in a MTF that has maternity care. They are <b>not authorized</b> care in a civilian treatment facility at government expense.	AR 40-400, paragraph 3-39
Family planning services	Eligible upon request at MTFs	AR 40-400, paragraph 2-17
Abortions	Only performed in military facilities when the life of the mother is in danger	AR 40-400, paragraphs 2-18 and 3-39
Assignments	Except under unusual circumstances, pregnant Soldiers should not be reassigned to overseas commands. If assigned overseas when she becomes pregnant, the Soldier will usually remain overseas, but she may be reassigned within the continental U.S. (CONUS). Medical clearance must be obtained prior to any reassignment. Soldiers will be considered available for worldwide deployment 4 months after giving birth.	AR 614-30, paragraphs 3-3f, 3-8b, 5-1e, and 5-3; table 2-1, Nos. 13 and 14; table 3-1, Nos. 31-33
Deployability status	Soldiers are "not available" for deployment in the following circumstances: - During pregnancy - Mother of newborn, for 4 months after delivery, unless Soldier waives - Parent of adopted child, for 4 months after adoption, unless Soldier waives - If no family care plan on file	AR 220-1, table D-1; AR 614-30, table 3-1
Additional duties	Pregnancy does not preclude a Soldier from performing additional duties such as CQ/SDNCO/SDO. At 20 weeks there are some duty limitations. After the 28 <sup>th</sup> week of pregnancy, when the Soldier's workweek is limited to 40 hours, these duties are counted as part of her 40-hour workweek, with a limitation of an 8-hour workday.	AR 40-501, paragraphs 7-9 and 7-10
Field Training Exercises	At 20 weeks, a Soldier is exempt from field duty. A postpartum Soldier receives a 4-month deferment from duty away from home station immediately following the birth of a child.	AR 40-501, 7-9d. (11) DODI 1342.19, 4-13



<b>Subject</b>	<b>Basic Facts</b>	<b>References</b>
Clothing and uniforms	Military maternity uniforms will be provided to enlisted Soldiers. Officers must purchase.	AR 670-1, chapters 4, 9, 11, and 17; paragraphs 1-6, 1-9, 1-10, and 14-6 AR 700-84, paragraph 4-9
	Soldiers cannot be required to purchase PT uniforms of a larger size.	AR 670-1, paragraph 14-6
Basic Allowance Subsistence (BAS) and Basic Allowance for Housing (BAH)	BAH with dependents is authorized for single Soldiers after the birth of the child. BAH without dependents is authorized when the pregnant Soldier moves off-post. Check with a Soldier's 1SG for information regarding the installation's policy on when a Soldier is authorized to move out of the barracks. Check with military housing for government quarters availability.	AR 210-50, paragraph 3-6e, 3-8e, 3-8p, 3-36b; Department of Defense (DOD) Financial Management Regulation 7000.14-R Vol. 7A CH 26; Installation Housing Office
Pregnancy and postpartum PT	Uncomplicated pregnancy does not preclude a Soldier from participating in a modified PT program. Pregnant and postpartum Soldiers should enroll and participate in pregnancy PT programs where available. Before participating in PT, the Soldier must obtain the profiling officer's approval. Participation in PT is guided by the Soldier's profile and any other limitations set by her HCP. Soldiers are exempt from the Army Physical Fitness Test (APFT) for 180 days postpartum. A postpartum Soldier will be issued a profile for 45 days that allows PT at the Soldier's own pace.	AR 40-501, paragraphs 7-9 and 7-10; DOD Directive (DODD) 1308.1, 4.3.2; and Field Manual (FM) 21-20
Army Weight Control Program	Pregnancy invokes some special considerations in the AWCP. (See section VI of this chapter.) Pregnant Soldiers are exempt from body composition testing until 6 months after delivery or termination of the pregnancy.	AR 40-501, paragraph 7-13 AR 600-9, paragraphs 3-1d and 3-2k
Institutional School attendance/eligibility	Pregnant Soldiers are waived from taking the APFT while attending a Professional Military Education course.	AR 350-1, paragraph 3-9
Family care counseling	Single parents or dual military couples must have an approved Family Care Plan (FCP) on file. The plan must state actions to be taken in the event of assignment to an area where dependents are not authorized or upon absence from the home while performing military duty. Failure to develop an approved care plan will result in a bar to reenlistment. (See the sample letter of instruction for FCPs in appendix B of this guide.)	AR 600-8-24, tables 2-5 and 3-4 AR 600-20, paragraph 5-5 AR 601-280, paragraph 8-4 AR 635-200, paragraphs 8-9 and 8-10; figure 8-1
Common military training	Required individual or unit training related to female readiness: <ul style="list-style-type: none"> <li>- Preventive measures against disease and injury</li> <li>- Army family team building</li> <li>- Ethics</li> <li>- Command climate</li> <li>- Sexual harassment and sexual assault prevention and response</li> <li>- Health benefits awareness</li> </ul>	AR 350-1, appendix G
Involuntary separation for unsatisfactory performance, misconduct, or parenthood	If unsatisfactory performance or conduct warrants separation, or if parenthood interferes with duty performance, a Soldier may be separated even though a Soldier is pregnant.	AR 635-200, paragraphs 5-8, 11-3, and 13-2; and figure 8-1

Subject	Basic Facts	References
Leave	Soldiers may request ordinary, advance, or excess leave in order to return home or to another appropriate place for the birth, or to receive other maternity care. Care must be received at an MTF, or the Soldier must get a non-availability statement (NAS) from the treatment facility prior to leaving the area. If the Soldier fails to do this, she will be liable for the expenses incurred for her care. Leave is at the discretion of the command. Such leave will terminate with admission to the treatment facility for delivery. Nonchargeable convalescent leave for postpartum care is limited to the amount of time essential to meet medical needs, normally 42 days.	AR 600-8-10, paragraphs 4-27, 4-28, 5-3, 5-4, 5-5, 5-6, 5-7, and 5-13; tables 4-14, 5-3, and 5-4

### Family Care Plan Checklist

- A letter of instruction outlining the specifics of the care arrangements made in case duties preclude a Soldier from caring for their child. (sample enclosed.)
- DA Form 5304-R (Family Care Plan Counseling Checklist). To be completed during counseling session with a Soldier's company commander. [http://www.operationhomefront.org/downloads/A5304\\_R.pdf](http://www.operationhomefront.org/downloads/A5304_R.pdf)
- DA Form 5305-R (Family Care Plan). This form verifies the adequacy of a Soldier's care plan. [http://www.guardfamily.org/Documents/DA\\_5305R\\_Family\\_Care\\_Plan.pdf](http://www.guardfamily.org/Documents/DA_5305R_Family_Care_Plan.pdf)
- DA Form 5840-R (Certificate of Acceptance as Guardian or Escort) <http://www.army.mil/usapa/eforms/pdf/A5840.PDF> and DA Form 5841-R (Power of Attorney) [http://www.operationhomefront.org/downloads/A5841\\_R.pdf](http://www.operationhomefront.org/downloads/A5841_R.pdf) Powers of attorney for temporary guardianship, permanent guardianship, and escort. Available in legal assistance section of the OTJAG.
- DD Form 1172 (Application for Uniformed Services Identification Card—DEERS Enrollment). This form is required regardless of the age of the Soldier's child. <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1172-2.pdf>
- DD Form 2558 (Authorization to Start, Stop, or Change an Allotment). Provide for care of a Soldier's child(ren) during a Soldier's absence and is effective upon the absence start date. <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2558.pdf>

### Sample Letter of Instruction for Family Care Plan

I/We, \_\_\_\_\_ (name of parent(s)) \_\_\_\_\_, parents of \_\_\_\_\_ (name(s) of child(ren)) \_\_\_\_\_, have made the following arrangements for the care of my/our dependent family member(s) in the event that I/we am/are not available to provide the proper care due to absence for military service or emergency which would require me/us to be away from my/our child(ren) for an extended period of time.

\_\_\_\_\_ (name of child care provider) \_\_\_\_\_ has been given legal authority to care for my/our child(ren) until the long-term guardian can arrive to care for my/our child(ren) in this location or transport my/our to the guardian's residence where my/our child(ren) will remain until my/our return.

I/We have established a special account in \_\_\_\_\_ (name/location of banking institution) \_\_\_\_\_ or made other appropriate arrangements to cover the expenses of the escort/guardian. \_\_\_\_\_ (name/address/phone) \_\_\_\_\_ has full access to that account and will ensure that funds are available. Should it be necessary to contact any of the persons involved in the transportation, support, or care for my/our child(ren), the following information is provided:

- Name, address, and phone number of designated escort (out of the continental U.S. (OCONUS) only)—

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- Name, address, phone number, relationship to sponsor or child(ren) of long-term guardian—

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•Name, address, phone number, relationship to sponsor or child(ren) of designated short-term child care provider or child development center—

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\_\_\_\_\_ (name(s) of child(ren)) \_\_\_\_\_ is/are cared for by the local child care provider listed above during the week between the hours of \_\_\_\_\_ and \_\_\_\_\_.

Funds required to provide financial support for my/our dependent family member(s) will be provided by allotment to be initiated immediately upon my/our departure, or by financial arrangements outlined in the attached documents.

Special documents pertaining to my/our child(ren), such as identification (ID) cards, medical records, school records, passports, as well as special instructions on medical prescriptions, allergies, or other pertinent information, will accompany my/our child(ren) if they are not already in the possession of the escort/guardian.

Those persons acting in my/our behalf for care of my/our child(ren) and who have sufficient legal authority, copies of certificates of acceptance, and either ID cards or applications for the same, should apply to the commander of the nearest military installation for an agent's letter allowing them access to military facilities and services on behalf of my/our child(ren).

If for any reason the persons designated as escorts or guardians are unable to exercise their responsibilities after my/our departure, please ensure that a Red Cross message is immediately transmitted to my/our unit commander, so that the situation can be rectified as soon as possible. Additional assistance may be obtained from my/our unit rear detachment commander whose address is listed below—

Rear detachment commander name, rank, complete unit address and telephone number—

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(Optional) Should it be necessary to settle my/our estate(s), my/our will(s) and other important documents are located at—

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Finally, a complete copy of my/our FCP with all required attachments is on file in my/our unit headquarters, which is located at the same address as shown above for the rear detachment commander.

NAME: \_\_\_\_\_  
SSN: \_\_\_\_\_  
RANK: \_\_\_\_\_  
UNIT: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_